

Revised: 8/27/2008	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO: EX-25
SUPERSEDES		SHEET 1 of 3
SUBJECT: TRANSFER CREDITS		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: External As item: EX-25

I. PURPOSE

The purpose of this guideline is to establish guidelines and procedures for school districts and charter schools governing the acceptance of transfer credits from students previously enrolled in school districts or charter schools, including courses offered through distance education (State Board rule R7-2-302.04 (1)(c))

II. GUIDELINE

a) Pursuant to A.R.S. §15-189.03 (A),

- If a pupil who was previously enrolled in a charter school or school district enrolls in a charter school in this state, the charter school shall accept credits earned by the pupil in courses or instructional programs at the charter school or school district.
- A charter school governing board may adopt a policy concerning the application of transfer credits for the purpose of determining whether a credit earned by a pupil who was previously enrolled in a school district or charter school will be assigned as an elective or core credit.

b) Pursuant to A.R.S. §15-189.03 (B),

- A pupil, who transfers from a charter school or school district to a charter school, shall be provided with a list that indicates which credits have been accepted as elective credits and which credits have been accepted as core credits by the charter school.
- Within ten (10) days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied.
- The charter school shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test designed and evaluated by a teacher in the charter school who teaches the subject matter on which the examination is based.

c) Pursuant to A.R.S. §15-701.01 (I),

- If a pupil who was previously enrolled in a charter school or school district enrolls in a school district in this state, the school district shall accept credits earned by the pupil in courses or instructional programs at the charter school or school district.
- The governing board of a school district may adopt a policy concerning the application of transfer credits for the purpose of whether a credit earned by a pupil who was previously enrolled in a school district or charter school will be assigned as an elective or core credit.

Revised: 8/27/2008	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO: EX-25
SUPERSEDES		SHEET 2 of 3
SUBJECT: TRANSFER CREDITS		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: External As item: EX-25

- d) Pursuant to A.R.S. §15-701.01 (J),
- A pupil, who transfers from a charter school or school district to a district school, shall be provided with a list that indicates which credits have been accepted as an elective credit and which credits have been accepted as a core credit by the school district.
 - Within ten (10) days after receiving the list, a pupil may request to take an examination in each particular course in which core credit has been denied.
 - The school district shall accept the credit as a core credit for each particular course in which the pupil takes an examination and receives a passing score on a test designed and evaluated by a teacher in the charter school who teaches the subject matter on which the examination is based.
- e) Pursuant to A.R.S. §15-701.01 (A)(3),
- A pupil shall not be required to pass the competency test required in the areas of reading, writing and mathematics to graduate from high school if the pupil transfers into the district from out-of-state and has successfully passed a statewide assessment test on state adopted standards that are substantially equivalent to the state board adopted academic standards.

III. PROCEDURE

- a) A school district or charter school must accept all transfer credits earned by the pupil in courses or instructional programs at a charter school or school district (State Board Rules R7-2-301, R7-20302, R7-2-302.04 prescribes the minimum courses of study and instructional programs)
- b) A school district governing board or charter school governing board may adopt a policy that determines whether a transfer credit will be assigned as an elective or a core credit.
- c) A school district or charter school is required to provide a pupil who transfers from another school district or charter school with a list indicating which credits were accepted as elective credits and which were accepted as core credits.
- d) A transfer pupil will be allowed, within ten (10) days of receiving the list, to request to take a test in each particular course where core credit has been denied. The test must be developed and evaluated by a teacher who teaches that particular subject matter.

Revised: 8/27/2008	ARIZONA DEPARTMENT OF EDUCATION GUIDELINE & PROCEDURE	NO: EX-25
SUPERSEDES		SHEET 3 of 3
SUBJECT: TRANSFER CREDITS		FILING INSTRUCTIONS (Guidelines & Procedures Manual) Section: External As item: EX-25

- e) A school district or charter school is required to accept the credit as core credit if the student passes the test.

- f) A transfer pupil from out-of-state to a district shall not be required to pass a competency test to graduate from high school if the pupil has successfully passed a state wide assessment test on state adopted standards that are substantially equivalent to the state board adopted academic standards.

- g) The governing board of a school district may prescribe requirements for the acceptance of the credits of pupils who transfer from a private school.

*If you have any questions or comments concerning the interpretation or clarification of these guidance statements, please contact the Office of Legislative Guidelines (602)542-0384.